

Attachment L-10**Past Performance Questionnaire**

Complete one set of letters and forms for each Past Performance reference. Additional space or blank sheets may be added to answer any question.

Transmittal Letter to Accompany Present/Past Performance Questionnaire

FROM:

SUBJECT: Present/Past Performance Questionnaire for Contract(s):

We are currently responding to NASA Johnson Space Center's (JSC's) Request for Proposal (RFP). This RFP requires Offerors to identify customers and solicit their response regarding **[our performance] or [the performance of our proposed key personnel]**.

We are providing present and past performance data to NASA JSC relating to **[our performance] or [the performance of our proposed key personnel, insert key personnel name]** on contract **insert contract name/number**. The RFP instructs that we provide our customers with the attached questionnaire and requests that you provide requested data and submit it by _____ directly to:

Contract Name: Robotics, Vehicle, and Graphics Simulation Services
Attn: BH2/Audrey Montgomery, Contract Specialist
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058
Email address: audrey.c.montgomery@nasa.gov

You are encouraged to email the questionnaire(s).

The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to us, the Offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the JSC point of contact identified above. Thank you for your timely assistance.

Sincerely,
(Company Official)

Respondent, please fill out the following questionnaire and return it to Audrey Montgomery at audrey.c.montgomery@nasa.gov. If this questionnaire is completed in response to proposed key personnel, please tailor your response accordingly.

This questionnaire is in response to the performance of:

☐ Contractor

☐ Proposed Key Personnel

Name: _____

Name: _____

Contract Identification

Identify the following contract information for the performance being evaluated.

1. Contract Name:
2. Contract Number:
3. Contract Type:
4. Product/Service Description (work performed by this firm or key personnel):
5. Contract Award Date:
6. Period of Performance (basic and any options):
7. During this contract period of performance, this firm was the:
☐ Prime Contractor ☐ Significant Subcontractor ☐ Team Member
☐ Other (please describe): _____

What percentage of the Total Contract Value for this contract did the firm/key personnel perform/ manage, and what is the Total Contract Value?

Percentage of work performed by contractor _____

Percentage of work managed or performed by the key personnel _____

Total contract value \$ _____

8. Does a corporate or ownership relationship exist between the contractor being evaluated and your organization? (Not applicable for key personnel inquiries)

☐ No ☐ Yes – If yes, please describe the relationship: _____

9. Describe any unusual contract features or conditions if applicable:

Past Performance Evaluation

Based on your knowledge of the contract/key personnel identified above, please provide your assessment of how well the contractor/key personnel performed on each of the following questions. It is very important to keep in mind that only performance in the past 5 years is relevant.

Please rate the contractor as described below in the following technical, schedule, contract management and cost performance, and general contract areas.

Excellent (E) – Of exceptional merit, exemplary performance in a timely, efficient and economical manner, very minor (if any) deficiencies with no adverse effect on overall performance.

Very Good (VG) – Very effective performance, fully responsive to contract requirements; contract requirements accomplished in a timely, efficient, and economical manner for the most part, only minor deficiencies.

Good (G) – Effective performance, fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

Satisfactory (S) – Meets or slightly exceeds minimum acceptable standards, adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.

Poor/Unsatisfactory (P) – Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Not Applicable (N/A) – Contractor not required to provide the service or product indicated.

A. Technical Performance

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
1. Overall performance in planning and controlling the program						
2. Overall quality of technical services and support						
3. Compliance with technical requirements and performance standards in providing safety and mission assurance support and services						
4. Insight in understanding customer requirements and priorities						
5. Initiative in identifying and resolving unforeseen technical and schedule problems (causes, impacts, and resolutions)						
6. Surveillance and management of major/critical subcontractors						
7. Contractor's ability to correct performance deficiencies						
8. Ability to use metrics and other tools to accurately measure and track program						
9. Record in demonstrating a thorough understanding of the nature of the work required and the disciplines required to accomplish them						
10. Record in identifying and mitigating risks						
11. Effectiveness of technical training program						

12. Please give a short narrative as to why you chose the adjective you did for the 11 areas above, especially for those answers that are other than "satisfactory."

For the products and/or services that the contractor delivered during the performance period, please rate the contractor on the capabilities listed in the table below. Please use the same ratings as defined above.

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
Robotics Simulation						
13. Rigid/flexible articulated multibody dynamics modeling, including friction						
14. Application of multibody dynamics within the orbital setting						
15. Efficient computational algorithms and/or parallelization of multibody dynamics						

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
16. Electromechanical modeling of robotic manipulator joints and/or end-effectors						
17. Hard surface contact dynamics modeling or graphics-based contact dynamics modeling						
18. Dynamic state transition management						
Rendezvous, Proximity Operations, and Docking Simulation						
19. High fidelity orbital dynamics and natural environment modeling						
20. Guidance, Navigation, and Controls (GN&C) modeling						
21. Flight controls, flight software, hardware sensors, and/or hardware effectors modeling						
22. Docking contact dynamics and mechanism modeling						
Astronomical Object Surface Interaction Simulation						
23. Space-based vehicle wheel, track, and/or lander footpad modeling						
24. Robotics system attachment or excavation techniques modeling						
25. Anchoring type mechanism modeling						
26. Soil, rock, and/or regolith interaction modeling						
Graphics Simulation						
27. 3-D graphics rendering techniques						
28. Real-time (RT) scene visualization modeling						
29. Graphics to simulation communication software development						
30. Graphics Processing Unit (GPU)-based processing						
Flight Software and Avionics						
31. Embedded RT flight software development						
32. Emulator development						
33. Command and data handling software development						
34. Avionic subsystem software development						
Operating Systems						
35. Linux						
36. iOS						
37. Windows						
38. Aeronautical Radio, Inc. (ARINC)						
39. Green Hills Real-Time Operation System (RTOS)						
40. Real Time Executive Multiprocessor Systems (RTEMS)						
41. Other operating systems and related technologies (identify and describe in answer to 61 below)						

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
Programming Languages and Processes						
42. C/C++						
43. Java						
44. Matlab						
45. Python						
46. Perl						
47. JavaScript						
48. Unified Modeling Language (UML)						
49. Other programming languages						
50. Capability Maturity Model Integration for Development (CMMI-Dev)						
51. Agile Development Process						
52. Human flight software certification processes						
53. Modeling and simulation verification, validation, and accreditation processes						
54. Other software development processes (identify and describe in answer to 61 below)						
Modeling and Simulation Software						
55. Trick Simulation Environment						
56. MBDyn						
57. JEOD						
58. EDGE						
59. Goddard Core Flight Software System (CFS)						
60. Other modeling and simulation software or frameworks (identify and describe in answer to 61 below)						

61. Please give a short narrative describing the contractor's use of, or involvement with, the capabilities that were demonstrated in the delivered products and/or services identified in the table above.

62. Other particular strong/weak points of contractor's technical performance.

B. Schedule Performance

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
1. Ability to provide a qualified workforce to fulfill schedule requirements						
2. Content, accuracy, and timeliness of technical reports						
3. Adherence to task schedules						
4. Timeliness and accuracy of cost and business reports						
5. Record in completing technical tasks/milestones, deliverables within established schedules						

C. Contract Management and Cost Performance

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
1. Adherence to estimated costs and contract cost targets						
2. Ability to effectively plan efforts, provide realistic cost and schedule estimates, etc						
3. Ability to forecast and control costs						
4. Ability to submit accurately and timely financial reports and credible forecasts of future resource requirements						
5. Rate the degree of monitoring/guidance required in contract administration						
6. Contract change order management (discuss contractor commitment to negotiate and implement contract changes in a timely manner)						
7. Rate the contractor's record in effectively selecting and managing subcontractors						
8. Rate the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction						
9. Rate the contractor's record in reacting quickly and adjusting staffing levels and make-up to meet changing requirements						
10. Performance in managing problems and implementing corrective actions.						
11. Record in managing multiple and diverse projects/tasks from planning through execution phases						
12. Overall effectiveness in communications, including lines of authority and reporting relationships						

13. Contract Value:

	Initial Value	Current/Final Value
Estimated Cost	\$ _____	\$ _____
Fee	\$ _____	\$ _____
Total Value	\$ _____	\$ _____

Briefly describe any change(s) from original contract value:

14. Was there a cost overrun/under-run? ☐ No ☐ Yes – If yes, what was the magnitude? Please explain:

15. Does the contract have ceiling rates? ☐ No ☐ Yes – If yes, what are the rates?

16. Has the contractor exceeded the rates? ☐ No ☐ Yes – If yes, please explain:

17. If an award/incentive fee type contract, percent of available fee earned? _____%

18. Has the contract been partially or completely terminated for default or convenience? ☐ No ☐ Yes – If yes, please explain the reason for termination (i.e., inability to meet cost or delivery schedules, performance, etc:

19. What has been the key personnel turnover rate for this contract? _____.
If key personnel were replaced, please describe circumstances and outcome:

D. General Contract Areas

	<u>N/A</u>	<u>P</u>	<u>S</u>	<u>G</u>	<u>VG</u>	<u>E</u>
1. Rate the contractor's record in identifying key positions, filling these positions with individuals with required skills, and providing back-ups:						
2. Rate the contractor's record in recruiting, maintaining, and managing a workforce with the required skill mix:						
3. Rate the contractor's compliance with export control requirements:						
4. Rate the contractor's record in complying with safety, health, and environmental procedures/requirements:						
5. Record in establishing and maintaining an effective quality assurance program and meeting quality improvement requirements:						

6. Approximately how many people were/are employed under this contract?

7. Did any accidents or industrial illnesses resulting in lost time occur under this contract? ☐ No ☐ Yes – If yes, please provide details:

8. In what areas below do you feel the contractor is strong?

- ☐ Program/Project Management
- ☐ Risk Identification and Mitigation
- ☐ Attracting and Retaining Qualified Personnel
- ☐ Communication
- ☐ Technical Performance
- ☐ Technical Innovation
- ☐ Small Business Utilization
- ☐ Safety and Environmental Performance
- ☐ Cost Performance
- ☐ Response to Change

9. In what areas below do you feel the contractor is weak?

- ☐ Program/Project Management
- ☐ Risk Identification and Mitigation
- ☐ Attracting and Retaining Qualified Personnel
- ☐ Communication
- ☐ Technical Performance
- ☐ Technical Innovation
- ☐ Small Business Utilization
- ☐ Safety and Environmental Performance
- ☐ Cost Performance
- ☐ Response to Change

RESPONDENT INFORMATION

1. Name of evaluator:

2. Position title:

3. Agency/Company

Name: _____

Mailing Address: _____

Telephone Number: _____

E-Mail Address: _____

4. Your role in the program/contract:

5. Length of involvement in this program/contract: _____

6. Date questionnaire completed: _____